

COTTONWOOD HEIGHTS HISTORIC COMMITTEE  
MINUTES MAY 9, 2018 5:30 P.M.

MEMBERS PRESENT: Gayle Conger, Allen Erikson, Max Evans, Jerri Harwell, Jim Kichas, Carol Woodside

MEMBERS EXCUSED: Don Antczak, Melinda Hortin, Sylvia Orton

OTHERS ABSENT: Tali Bruce, City Council Representative

**Welcome.** Max Evans welcomed the group and said in the absence of Tali Bruce, the City Council Update would be skipped and his report would be first on the agenda.

**Book Committee Progress.** Max reported the book's text will be turned over to Brent Corcoran, the **typesetter**, who anticipates having a draft ready by May 15, 2018. Brent is also researching additional printers for us, so we can have several competitive bids in hand, if needed. As costs are a major concern, we are watching them closely. We anticipate the costs of editing and typesetting will both be less than \$3,000. Therefore, we will not have to go out for bids on these items. The next step after typesetting is to have a **proofreading party**, tentatively set for May 18. Max, Gayle, Allen, Jim, Jerri, Sylvia and Carol agreed to proofread, and Carol will schedule a room. The editors, Holly and John Rogers, have agreed to do the **Indexing** at a good price. Prior to signing a contract for a printer, Max would like to have the committee make a presentation to the City Council work group regarding the book. Max will work on setting up such a meeting. **The goal is to have the book printed and ready for distribution by the Butlerville Days Celebration (July 23 and July 24).**

**Allen Roberts' ILS Report/Book Photo Permissions.** Carol reported Allen Roberts is scheduled to finish by June 1, 2018, his ILS Report on 16 properties in CH City. She distributed a letter prepared by John Park, the CH City Manager requested by Allen Roberts. The letter is an explanation to interested parties why Allen and his associate were photographing buildings on their properties. Final report on the book photograph permissions. All but two permissions have been received in writing. Two permissions have been given verbally with a written permission to follow. Group decided to take the very small risk on the two outstanding photos, and place them in the book.

**Archive Initiative Update.** Jim Kichas reported he has been making incremental progress on the Historic Committee Archives collection policy, but has nothing specific to report at this meeting. He has provided a link, and plans to have a first draft ready for the committee's review at the June or July meeting.

As there was no further business, the meeting was adjourned at 6:00 P.M.